

KYAE Professional Development Catalog

User Guide

<http://www.kyvae.org/courses/courses.aspx>

April 2010



Getting Started

2010-11 KYAE PD Registration Process

Full-time staff registration: April 15-May 1, 2010

Part-time staff registration: May 2-May 15, 2010

PDtrack is no longer the PD online system. Instead, you will use the KYAE Professional Development Catalog at <http://www.kyvae.org/courses/courses.aspx>.

Steps to Register for PD Courses

Before you get started: You will need to use your current/new Kentucky Virtual e-Learning Portal username/password (ANGEL username/password) to register using the KYAE Professional Development Catalog, and later to logon and complete your institute or course pre-test and pre-work. If you cannot login to the system or have forgotten your username/password, please contact the KYVC help desk online at https://help.kyvc.org/cgi-bin/kyvu.cfg/php/enduser/std_alp.php or call toll-free at 1-877-740-4357.

1. Sit down with your supervisor and discuss your professional development needs using the KYAE 2010-11 Professional Development Requirements.
2. Decide what professional development course(s) you will be taking. Full-time instructors and instructor's aides will take one institute track; part-time instructors will take up to two online courses. For specifics, see KYAE 2010-11 Professional Development Requirements.
3. Register for KYAE 2010-11 PD course(s) using the KYAE Professional Development Catalog. It replaces PDtrack. If you are participating in Standards in Action, PowerPath Cohort 2 or Leadership Excellence Academy Cohort 2, you will be registered by KAYE.

Pre-registration is required for instructor institutes and online courses using the KYAE Professional Development Catalog located at <http://www.kyvae.org/courses/courses.aspx>. **There will be no onsite registration.**

4. To check that you have completed your registration, go to your Kentucky Virtual e-Learning Portal (ANGEL account) at www.kyvae.org. The courses will be listed under **Courses** after you login. Click on the course name and it will give you instructions from your course facilitator. Most courses won't have the pre-tests and pre-work posted until late June 2010. Be sure to complete any pre-test at least one week before your institute track kickoff.
5. Print a copy of your Kentucky Virtual e-Learning Portal courses for your staff folder.
6. See [PD Process, Dates and Deadlines](#) (14K PDF).

After you have decided what course(s) you will be taking, go to <http://www.kyvae.org/courses/courses.aspx>. Place a checkmark in the box next to the course that you will be taking.

KYVAE Catalog - Microsoft Internet Explorer

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Address <http://www.kyvae.org/courses/courses.aspx> Go Links

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KENTUCKY ADULT EDUCATION LEARNING FOR LIFE

Who is Charlotte Torian?

- Mother of three
- Factory worker
- Kentucky GED graduate
- All of the above

Home > KYVAE > KYVAE Catalog

KYAE Professional Development Catalog

[View My Educart](#)

Course Code	Section Number	Course Section Title	Credits	Select
KYAE110	1011	1st Year Instructor Institute, Cohort 1	8	<input checked="" type="checkbox"/>
KYAE111	1011	1st Year Instructor Institute, Cohort 2	8	<input type="checkbox"/>
KYAE112	1011	2nd Year Instructor Institute, Cohort 1, Central	8	<input type="checkbox"/>
KYAE113	1011	2nd Year Instructor Institute, Cohort 2, Eastern	8	<input type="checkbox"/>
KYAE114	1011	2nd Year Instructor Institute, Cohort 3, Western	8	<input type="checkbox"/>
KYAE200	0910	Orientation to Adult Education	0	<input type="checkbox"/>
KYAE200	1011 New!	Orientation to Adult Education	0	<input type="checkbox"/>
KYAE701	1011	Experienced Instructor Institute--Reading and Writing Instruction: Best Practices (Cohort 1)	8	<input type="checkbox"/>
KYAE702	1011	Experienced Instructor Institute--Strategies for the Struggling Readers: Diagnostics to Instruction (Cohort 1)	8	<input type="checkbox"/>

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You can also click on the underlined “Course Section Title” and it will show you a description of that course.

KYVAE Catalog - Microsoft Internet Explorer

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Address <http://www.kyvae.org/courses/ItemDetails.aspx>

Kentucky.gov

KY Agencies | KY Services

Search

Kentucky.gov Go

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KYAE Professional Development Catalog

[View My Educart](#)

KYAE110 - Section 1011 - 1st Year Instructor Institute, Cohort 1

Description: Register for this course if you are a full-time instructor or instructor's aide hired on or after January 1, 2010.

Cohort 1, Statewide
Kickoff: Oct 6-8, 2010—Location TBD
Interim: Nov 18-19, 2010—Location TBD
Showcase: Apr 15, 29, or May 6, 2011—Location TBD

For complete information regarding this course click on this link: <http://kyae.ky.gov/educators/instr1st2010.htm>

Facilitator: Connie Spencer-Ackerman, Phone: 606-783-9377.

Credits: 8

Alternate Contact Name: Connie Spencer-Ackerman

Alternate Contact Email: c.spencerack@moreheadstate.edu

Pre-requisites: You must take Orientation to Adult Education prior to attending the face-to-face kickoff.

Start Date: 10/6/2010

End Date: 6/6/2011

Registration End Date: 6/15/2010

[Add Course To EduCart](#) [Return to Listings](#)

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Done

start

Inbox - Microsoft Out... PD 2010-11 PD Catalog directions... KYVAE Catalog - Mic... RE: Updating PD trac... Welcome to Kentucky...

Internet

5:19 PM
Tuesday
4/6/2010

After you have decided what course you are going to take and you have placed a check mark in the box, go all the way down to the bottom of the page until you can select “Add Course to Educart”.

Course ID	Section ID	Course Title	Credits	Availability
		Content Track (Cohort 1)		available
KYAE708	1011	Experienced Instructor Institute--Strategies for the Struggling Readers: Diagnostics to Instruction (Cohort 2)	8	Not available
KYAE709	1011	Experienced Instructor Institute--Geometry Content Track (Cohort 2)	8	Not available
KYAE710	1011	Experienced Instructor Institute--Strategies for the Struggling Readers: Diagnostics to Instruction (Cohort 3)	8	Not available
KYAE711	1011	Experienced Instructor Institute--Learning to Think, Learning to Learn: What the Science of Thinking and Learning has to Offer Adult Education (Cohort 3)	8	Not available
KYAE712	1011	Experienced Instructor Institute--Geometry Content Track (Cohort 3)	8	Not available
KYAE713	1011	Experienced Instructor Institute--Number Sense Content Track (Cohort 3)	8	Not available
KYAE714	1011	Experienced Instructor Institute--Reading and Writing Instruction: Best Practices (Cohort 4)	8	Not available

1 2 3

[Add Course To EduCart](#)

Last Updated 1/9/2009

Contact Us | Site Map | CPE | KYVAE | KYVL | KYVC
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After you have added the course to your Educart and you are ready to register for that course, select "View My Educart".

KYVAE Catalog - Microsoft Internet Explorer

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KYAE Professional Development Catalog

Items in Cart (1)
[View My Educart](#)

<u>Course Code</u>	<u>Section Number</u>	<u>Course Section Title</u>	<u>Credits</u>	Select
KYAE110	1011	1st Year Instructor Institute, Cohort 1	8	<input checked="" type="checkbox"/>
KYAE111	1011	1st Year Instructor Institute, Cohort 2	8	<input type="checkbox"/>
KYAE112	1011	2nd Year Instructor Institute, Cohort 1, Central	8	<input type="checkbox"/>
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KYAE200	1011 New!	Orientation to Adult Education	0	<input type="checkbox"/>
KYAE701	1011	Experienced Instructor Institute--Reading and Writing Instruction: Best Practices (Cohort 1)	8	<input type="checkbox"/>
KYAE702	1011	Experienced Instructor Institute--Strategies for the Struggling Readers: Diagnostics to Instruction (Cohort 1)	8	<input type="checkbox"/>

Internet

You will see the course in "Your EduCart". If this is the course that you will be taking, select the "Checkout" button. If you made a mistake and this is not the course you want to take, select the "Remove" button. Then go back to the KYAE PD Course Catalog and select the course you want to take.

KYVAE Catalog - Microsoft Internet Explorer

Address: <http://www.kyvae.org/eduCart/eduCart.aspx>

Kentucky.gov KY Agencies | KY Services Search Kentucky.gov Go

KENTUCKY ADULT EDUCATION LEARNING FOR LIFE

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KYAE Professional Development Catalog

Your EduCart

This is the list of courses currently in your EduCart. To remove courses, click the "remove" button to the right of the course. To add more courses, click the "Add more courses to your EduCart" button below the list of courses. If you are ready to continue your course enrollment request, click "Checkout."

Course	Offered by	Term	In State	Out of State	Request Type	Remove
KYAE 110 Section 1011 - 1st Year Instructor Institute, Cohort 1	AEED	Virtual Term	Free	Free	Enrolled	<input type="button" value="Remove"/>

Items in Cart (1)
[View My Educart](#)

<http://kyae.ky.gov/> Internet

Once you select “Checkout”, the system will ask you to login. Select “Returning User”.

You will need to use your current/new Kentucky Virtual e-Learning Portal username/password (ANGEL username/password) to register using the KYAE Professional Development Catalog, and later to login and complete your institute or course pre-test and pre-work. If you cannot login to the system or have forgotten your username/password, please contact the KYVC help desk online at https://help.kyvc.org/cgi-bin/kyvu.cfg/php/enduser/std_alp.php or call toll-free at 1-877-740-4357.

DO NOT SELECT NEW USER! YOU WILL ALWAYS BE A RETURNING USER!!

Virtual Campus Navigator - User Identification - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <https://vcn.kyvc.org/User/UserIdentification.aspx?args=yKBV4Tsk+pPigyIRvHJAPq7ble+Bs4D47zGAfajs9+3tTMf9nrGr5FrEVfGeadJlI> Go Links

KYCkentucky virtual campus

User Identification

User Identification

☐ New User

☒ Returning User

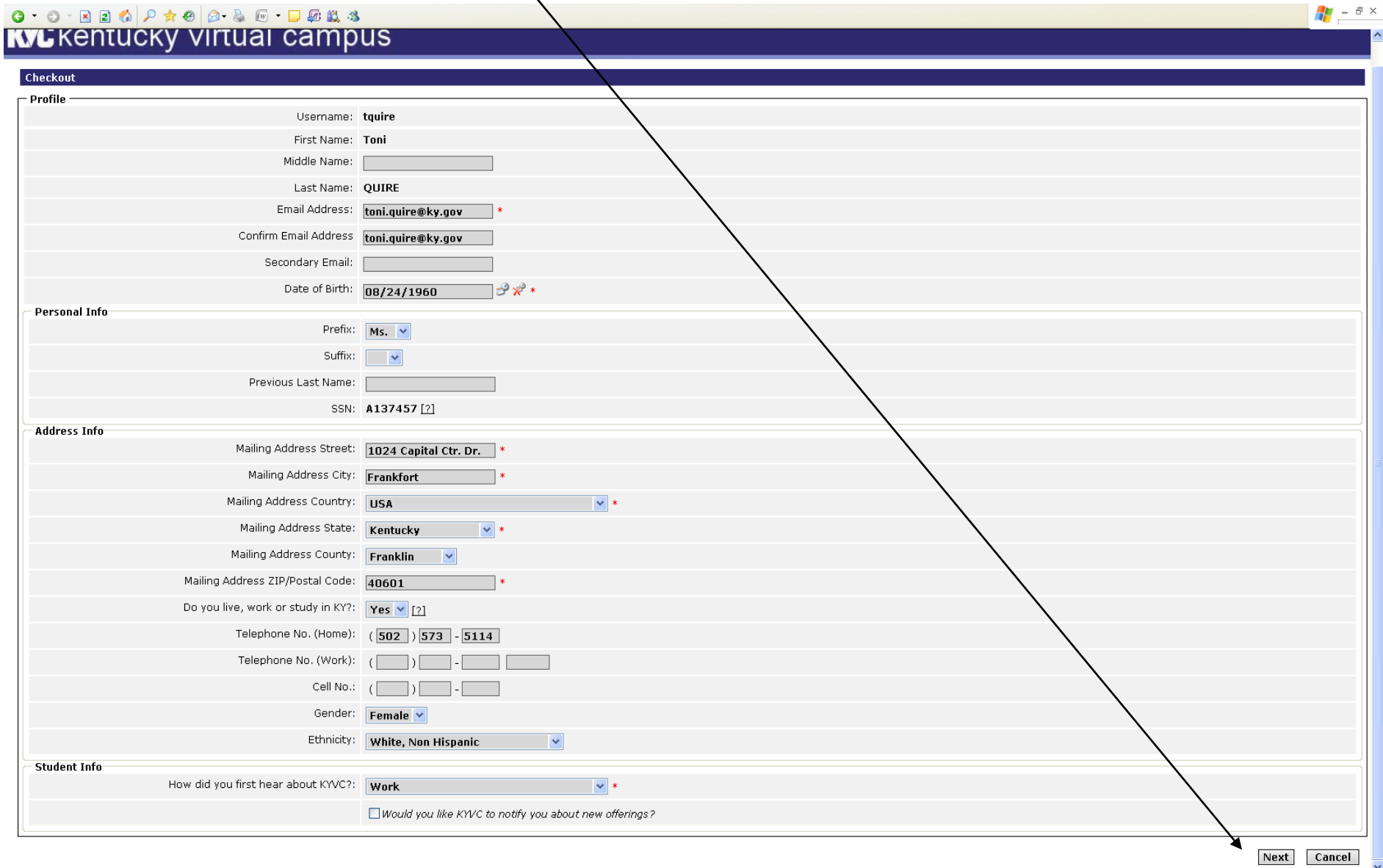
Authentication Credentials

Username:

Password:

Done Internet

This will bring you to the Checkout page. Select "Next".



KYVC Kentucky virtual campus

Checkout

Profile

Username: **tquire**

First Name: **Toni**



Middle Name:

Last Name: **QUIRE**


Email Address: **toni.quire@ky.gov** *


Confirm Email Address: **toni.quire@ky.gov**

Secondary Email:


Date of Birth: **08/24/1960**   *

Personal Info

Prefix: **Ms.** 

Suffix: 


Previous Last Name:


SSN: **A137457** [?] 


Address Info

Mailing Address Street: **1024 Capital Ctr. Dr.** *


Mailing Address City: **Frankfort** *

Mailing Address Country: **USA**  *

Mailing Address State: **Kentucky**  *

Mailing Address County: **Franklin** 


Mailing Address ZIP/Postal Code: **40601** *


Do you live, work or study in KY?: **Yes** [?] 

Telephone No. (Home): (**502**) **573** - **5114**


Telephone No. (Work): () -

Cell No.: () -

Gender: **Female** 

Ethnicity: **White, Non Hispanic** 

Student Info

How did you first hear about KYVC?: **Work**  *

☐ Would you like KYVC to notify you about new offerings?

Next **Cancel**

This screen shows you the courses you registered for. If you would like to see course details, you can select the underlined title of the course and it will open up in a separate window.

Virtual Campus Navigator - Checkout - Microsoft Internet Explorer

Address: <https://vcn.kyvc.org/Enrollment/CheckoutWizard.aspx?args=p6i7JV3hDHKnLV0BT4MUodn7ckeR0MP59DytOau65UyiQ7OgMf/xe2fnxw>

KVC kentucky virtual campus

Checkout

Sections Details

<u>Course Details</u>	<u>Section</u>	<u>Provider</u>	<u>Term</u>	<u>Status</u>	<u>Request Type</u>	<u>Fees</u>
<u>1st Year Instructor Institute, Cohort 1 [KYAE110]</u>	1011	AEED	Virtual Term	Open	Enrollment	Free

Previous **Finish** **Cancel**

When you are ready to complete the registration process, click “Finish” and this will register you for in the course.

After you select “Finish”, you will get a summary of your registration. Select “Print” for a summary of your registration for your records.

Checkout

Your request has been submitted.
Please print the following order summary for your records.

[Print](#)

Profile Details

Username:	tquire
First Name:	Toni
Last Name:	QUIRE
Email Address:	toni.quire@ky.gov
Date of Birth:	08/24/1960

Personal Info

Prefix:	Ms.
SSN:	A137457 [?]

Address Info

Mailing Address Street:	1024 Capital Ctr. Dr.
Mailing Address City:	Frankfort
Mailing Address Country:	USA
Mailing Address State:	Kentucky
Mailing Address County:	Franklin
Mailing Address ZIP/Postal Code:	40601
Do you live, work or study in KY?:	Yes [?]
Telephone No. (Home):	(502) 573-5114
Telephone No. (Work):	-
Cell No.:	-
Gender:	Female
Ethnicity:	White, Non Hispanic

Student Info

How did you first hear about KYVC?:	Work
<input type="checkbox"/> Would you like KYVC to notify you about new offerings?	

KYAE110 - 1st Year Instructor Institute, Cohort 1

Submission Date:	04/06/2010, 05:02:29 PM
Processing Status:	Requested
Provider:	KYAE Educators
Code:	KYAE110
Title:	1st Year Instructor Institute, Cohort 1

Also, after you select "Finish", you will also get an automated e-mail from kyvc@kyvc.org sent to the e-mail address that is listed in AERIN. The e-mail will look like the following and give you directions on how to login to your course at the Kentucky Virtual e-Learning Portal (ANGEL account):

-----Original Message-----

From: kyvc@kyvc.org [mailto:kyvc@kyvc.org]

Sent: Tuesday, April 06, 2010 5:03 PM

To: Quire, Toni (KYAE)

Subject: Welcome to Kentucky Adult Education Professional Development

Dear Toni QUIRE,

Welcome to Kentucky Adult Education Professional Development! You are enrolled in:

KYAE 110-1011 - 1st Year Instructor Institute, Cohort 1 FREE

To access your course, go to <http://www.kyvae.org> and login.

Your username and password are:

Username: tquire

Password: 888888

If you are a new student, you will be prompted to change your password the first time you log into the system.

The course you have been accepted into will be listed under "My Courses". To get started, click the name of the course. You may also update your personal information by clicking "Update Personal Information" under the "My Information" area.

If you have further questions, please contact the Kentucky Virtual Campus (KYVC) Help Desk toll free at (877) 740-4357 or by visiting our web form at https://help.kyvc.org/cgi-bin/kyvu.cfg/php/enduser/std_alp.php and click the Email a Question tab.

**** Your FREE Services ****

As an online student, you have other services you can use for FREE.

Kentucky Virtual Library (www.kyvl.org)

Many database, articles and other full-text resources are available online. You can also find other materials you need and have them delivered to your local library. There are even tutorials on how to do research - all for free!

There are two ways to access these valuable resources. You may go to www.kyvl.org and click the "Find Books Articles and More" link. To access the library databases, you will need to enter a username and password.

Username: academic
Password: butler12

You can also click the "Kentucky Virtual Library" link under the Resources Available area while logged into your Kentucky Virtual eLearning Portal.

For questions on how to access or use the Kentucky Virtual Library, feel free to email kyvl@ky.gov or call toll-free 1-877-588-5288 to reach a member of the KYVL staff.

Please do not respond to this email as this mailbox is unattended.

Best wishes,
Kentucky Adult Education Professional Development